

P&F – Weekly Update for April 1, 2016

Audience: Core and Extended Project Team Members, Key Stakeholders including: Administrative Managers, HR Business Partners, OM & PA Initiators, OM & PA Approvers and Site Team Managers

Processes & Forms

Weekly Project Update

This weekly update is designed to provide you with links to ongoing project information, and keep everyone informed of our progress.

UAT Announcement

User Acceptance Testing (UAT) has been (re)scheduled to begin Monday, April 18 and end on Friday, April 29 for both the P&F Go-Live Phase I and Phase II bureaus. See full message [[HERE](#)] for more information on how to participate.



Processes and Forms Sneak Peek

P&F will encompass the PAR form and a portion of the OM Maintenance form and will not include automating the I-9 or W-4 forms. We have prepared a “sneak peek” look at this new functionality. You can see what the forms will look like by clicking this link: https://youtu.be/zS5XFFyB_GA (6:18)

Current Activities

We are currently in the **Realization** phase of the project.

- System Integration Testing with BHR started on 2/29/2016 and will continue through 4/15/2016.
- Knowledge transfer continuing, City technical staff assisting with troubleshooting any remaining form issues discovered during testing.

Upcoming Activities

- **User Acceptance Testing** – Is expected to be 04/15/2016 and go through 4/29/2016. See link above for more information.
- **End User Training** – Is expected to begin on 5/02/2016 and go for 4-weeks, ending on 5/27/2016. More information will be sent out in the future.

For more information: [Processes & Forms on EBS Site](#)

- [Processes & Forms Implementation Timeline](#)
- [Processes & Forms: Communications](#)
- [Processes & Forms: Project Documents](#)

[Click here](#) or full **Project Team** roster.

If you have any questions, please contact: [Monica Borden-Ooley](#) or [De Ann Kamish](#).